

MEMORANDUM
Office of the County Administrator

TO: Board of County Commissioners

FROM: Thomas J. Willi
County Administrator

DATE: September 7, 2006

SUBJECT: County Divisions' Monthly Activity Report for August, 2006

MONTHLY ACTIVITY REPORT – AUGUST, 2006

KEY WEST AIRPORT

- Construction work has begun on the New McCoy Terminal Complex.
- The Airport was shut down for 32 hours as Tropical Storm Ernesto visited the Florida Keys. Although we suffered some minor flooding, the facility was not seriously damaged.
- A draft Bird Flu Quarantine Plan for the airport has been drafted by the Health Department in response to a state mandate.
- No website updates were required during this period.

HOUSING & COMMUNITY DEVELOPMENT AND
MARATHON AIRPORT

- County staff participated in a meeting with representatives of the DCA regarding allocation of ROGOs for affordable/employee housing and a ROGO borrow-forward initiative.
- Representatives of Delta Airlines visited the Florida Keys Marathon Airport to begin establishing their local operations.
- Revision of the Airport Certification Manual has begun to upgrade from a Class IV to a Class I airport. This is being done in preparation of the resumption of commercial air service at Florida Keys Marathon Airport.
- Coordination with the City of Marathon is on going regarding the establishment of a temporary fire facility to serve the airport and the surrounding community.
- The tabletop exercise of the Florida Keys Marathon Airport's Emergency Plan originally scheduled for August 30, 2006 had to be postponed due to the approach of Hurricane Ernesto. It has been rescheduled for Tuesday, September 26, 2006 from 9:00AM to 1:00PM in the Training Room at the Sheriff's Aircraft Hangar.
- Repairs to the commercial passenger terminal at the Florida Keys Marathon Airport are continuing with a new terrazzo floor having been poured in the departure lounge and the western-half of the building. Work is presently scheduled to begin the

second week of September in the eastern end of the building.

- Several property leases at the Florida Keys Marathon Airport are under revision for presentation to the BOCC, including: a lease extension with the Mosquito Control District for their existing leasehold, a lease for an alternate site with FedEx for its ground operations; leases for shade hangars addressing the provision of insurance coverage and maintenance of hangers by lessees in exchange for term extensions.
- Employee/workforce affordable housing initiatives are continuing including: the development of an affordable housing mitigation fee; coordination with the Carlisle Group for development of four county-owned properties; appraisals for Roy's Trailer Park, Stock Island, have been ordered and appraisals for North Star Resorts, Key Largo, are pending; a spreadsheet for tracking the progress of proposed employee housing projects has been developed and circulated for review and comment; and Workforce Housing Task Force actions and recommendations are being pursued.
- The staff of Florida Keys Marathon Airport and the Housing and Community Development Division continues their commitment to the Sterling Process.
- The Workforce Housing Task Force Meeting Agendas and Minutes are now available on the Housing and Community Development Division web-page.

EMPLOYEE SERVICES

Website Updates (other than normal position vacancy updates, etc.):

Human Resources:

- 15 job description revisions
- EAP benefit flyer added.

Benefits:

KPHA Provider Directory Updates

Turnover Numbers To Date:

August turnover: .54%		Total to date: 10%	
Resignations: 3	Terminations: none	Retired: none	Deceased: none

Activities:

- Personnel Policies and Procedures Meeting held.
- Held monthly Supervisor meeting.
- Coordinated Gato Building Blood Drive.
- Reviewed Workers Compensation bid proposals and with Consultant, selected the recommendation for Excess Carrier and TPA services. Approval requested at September BOCC meeting.
- Performed final review of Plan Document. Scheduled for approval at September BOCC meeting.
- Health Fairs advertised for September and October.
- Safety Administrator and Workers Compensation Administrator attended Workers Compensation Conference.
- Scheduled 6 Safety Workshops. Employee participation is mandatory.

- Two CPR classes scheduled.
- EEO Coordinator developed procedures for ADA complaints. Pending final review.
- Elections for Employee Grievance Council held.
- EEO Coordinator commenced training to become the Staff Liaison for the Disability Council (currently held by Sandy Molina).
- EEO Coordinator made presentation to In-Home Services employees regarding the County's Sexual Harassment policy.
- Added the MVV to the employment application.
- HR Coordinator attended FRS Seminar in Tallahassee.
- Completed Social Security survey.
- **Performance Excellence:**
- Division Director participated in Senior Leader/Strategic Planning meeting.
- Safety Administrator participated in Rewards and Recognition Team meeting.
- Risk Manager participated in Employee Satisfaction Team meeting. Worked on process to accomplish the implementation of the Employee Satisfaction Survey.
- HR Administrator participated in Communication Team meeting. Translated and adopted the MVV in Spanish.

BUDGET & FINANCE

- Continuing Disaster recovery services with Adjuster's International. Project worksheets have been written for DENNIS, KATRINA, RITA. An exit interview has been conducted on April 7, 2006 with the FEMA project officer. All projects identified as a result of Hurricane WILMA have been submitted except for the canal cleanup portion of category (A) projects; including Marine Debris Removal, which was submitted for the removal of various lengths of vessels from 15' 30' 40' and difficult to remove vessels. The total of the project worksheet is \$3,650,000. Traps up canals down.

Hurricane	Anticipated Total Expenses Includes Federal and State Portions	Payment Received To Date	Difference	Actual Expenditures to Per Finance System	Estimated County Contribution (12.5% of Anticipated)	Actual County Contribution To Date
Dennis	2,714,842	1,893,378	821,464.00	2,471,118	339,355.25	577,740**
Katrina	1,268,392	615,172	653,220.00	1,272,753	158,549.00	690,334**
Rita*	1,027,393	542,547	484,846.00	1,382,276	128,424.13	952,389**
Wilma	26,830,260	11,050,280	15,779,980.00	13,273,153	3,353,782.50	2,262,610***
Totals	\$ 31,840,887	\$ 14,101,377	\$17,739,510.00	\$ 18,584,450	\$ 3,980,110.88	\$4,483,073

*** Hurricane Rita was declared for categories A & B only, which are Debris Removal and Emergency Protective measures.**

**** Certain projects for Katrina and Rita were under estimated, and will be reopened for additional reimbursement once actual costs have been determined. Includes expenses in excess of large project worksheet amounts, which will be requested upon closeout, and final inspection of projects. (This cannot take place until all invoices are received and paid)**

*****The eligible total of project worksheets for Hurricane WILMA have been reduced by \$7,000,000 as a result of actual debris costs coming in at less than original estimated amounts. In addition, approximately \$300,000 in replacement vehicles have not yet been requested. \$104,000 in marine debris/vessel removal expenses not yet obligated by FEMA. Approximately \$75,000 of ineligible overtime and benefits. Approximately \$76,000 in damaged equipment not yet requested.**

- Although the County has requested in writing that it be exempted from preparing the back-up documentation for the debris removal on Federal Roadways by the number of loads picked up on FHWA roadways, as we are more readily able to provide that documentation for reimbursement based on the percentage of County Roads that are FHWA eligible, **that has been denied, and we must prepare the documentation by individual Roadway.** This will require that R.W. Beck will query on their database and provide the County with a list of the loads from the FHWA roads. Judy Steele has provided the listing of dates of each storm, in order to provide the dates which the first pass was completed for each storm, as FHWA pays 100% of the first pass only of debris removed from FHWA roadways from each storm.
- As a result of the board approving the repeal of the Marathon MSTU at the June meeting, which is estimated to save taxation on the County's Millage sheet of almost \$1.5 million and in conjunction with the removal of District Six from the County's Millage sheet, and which saves an additional \$1.3 million in taxation, the **preliminary aggregate rate over rolled back was initially 16.61%** over the rolled back rate which was certified to the property appraiser on July 25, 2006. As always, once we adopt preliminary millage rates, we always can bring the rates down, but cannot raise the rates from the adopted preliminary rates, which is dictated by Florida Statute in the T.R.I.M Truth in Millage sections. As a result of lowering the millage rates in the MSTU's to .35, the current percentage over rolled back was **14.40%**. The Office of Management and Budget has closely monitored the revenues and expenditures of the Ad valorem funds in order to decrease this percentage when we adopt preliminary rates on September 6, at the first Public Hearing. As a result of various budget cuts being made during the Month of August, the current Aggregate over Rolled Back is **9.67%**.
- **The latest millage sheet was discussed in detail with the Key West Chamber of Commerce on August 31, 2006 and was e-mailed to the Commissioners on September 5, 2006.**
- Worked with Sewer Project Administrator on wastewater funding allocation plan to prepare for special meeting.
- Completed funding roll-over requests for 2006 projects that will not be completed by September 30th, 2006.
- Rebalanced Capital plan to align with the Division Directors 95% fund balance change, Approved at the 8/16/06 B.O.C.C. meeting.
- Participated in teleconference with Monroe County Health Department, & Monroe County Emergency Management along with various other State and local agency representatives to

discuss a possible Memorandum of Understanding for Special Needs sheltering during emergency events.

- Teleconferenced with Bank of America and the Works Software Application Manager to begin deployment of the Monroe County Procurement Card Program. Worked with a Software Implementation Engineer to collect the details necessary to begin process. We were able to complete the Project Goals, Company Setup, and Workflow Sections.
- Developed and implemented a defined assignment work plan for budget staff.
- By direction of the County Administrator, in an effort to bring down the millage rates, worked with the Divisions and made various budget cuts for the Fiscal Year 2007 Budget.
- Represented Grants Management for a Byrne Grant monitoring visit of the Residential Substance Abuse Program at the Monroe County Detention Center. Met with representatives from The Florida Department of Law Enforcement and the Care Center for Mental Health.
- Handled numerous phone calls from public with various questions regarding their T.R.I.M. notices.
Prepared for and attended Chamber of Commerce meeting.

Monthly Statistic Report:

14 Budget Transfers Prepared
76 Budget Transfers posted
26 Contracts Processed
86 PAF's Reviewed
32 Resolutions Created
28 Resolutions Posted
2 Agenda Items Prepared
1 Bid Package and Contract

- The (non-HSAB) or directly funded not for profits are currently funded at \$1,635,673 may be decreased by \$65,000 for "just for kids" which is currently on the agenda for the September 20, 2006 BOCC meeting. If this is not approved, the total of the directly funded agencies will be \$1,570,673. (See Attached)
- The core contract with the Monroe County Health Department for 2004-2005 will be rescinded as to **addendum (A) of the contract**. Addendum (A) was never signed by the State as a result of the loan language that had been added as a result of the Health Department requesting more funding at the June 15, 2005 BOCC meeting to complete the construction and furnishing of the allotted space at the Roth building. As a result of the addendum not being signed, the monies were never disbursed, and the additional funding came out of the Health department trust fund.

The core contract for 2007 is currently being written and will be submitted to the County Attorney for legal approval in the coming months. The Health department has contacted me and the core contract will be on the September agenda, with backup to follow.

Purchasing

- Susan Grimsley of the County Attorneys' Office has begun the process of making the necessary changes and additions to the Purchasing Policy, which will clarify and strengthen the policy. These changes will be communicated county-wide and the policy will be strictly adhered to in the future. Specifically, we will address what policies to follow after a Hurricane, and will reword and eliminate policies which contradict each other. The process will require several meetings with the county attorney, but will produce a simpler easier to follow policy with face sheets and "how to" procedures which will take the guess work out of purchasing goods and services in exception to the policy, without violating the policy.
- Additionally, the Purchasing card Policy and procedures will be included as part of the entire policy document. A conference call took place on August 8, 2006 with the Bank of America in order fast track the implementation of some cards to have available immediately.
- The statistics were relatively unchanged in the month of July for the purchasing department. Of the 434 purchase orders that were issued, 134 were entered by the purchasing department of which 100 were for Office Depot supplies. .
- We opened 8 bids and processed another 5 which was about average compared to the previous months. Addendums entered 4, contracts reviewed 47, and bills paid 6 were all also about the norm. We ended up processing 966 pieces of mail which was lightly more than last month. .

Grants Acquisition and Administration

- Abstracted and distributed Twelve Notices of Funding Availability (NOFA's) including, but not limited to funding for Community Needs, Watershed Protection, Libraries, and Wildlife Conservation.
- Filled in for Dave Owens in processing invoices for Byrne Grants.

Sterling Program

- Attended various meetings and teleconferences to prepare for the presentations of the work completed by the Sterling Program: Employee Rewards & Recognitions and Employee Satisfaction Teams to the Senior Leadership Team on September 15th, and to the BOCC and Division Directors on September 25th.
- Scheduled meetings with Mickey Baker to design and develop the data tracking system to process the letters of commendation.

Personnel Policies and Procedures Review Board

- Drafted Memo of Acknowledgement to thank all the employees (who provided their names) for their recommendation to the Personnel Policies and Procedures Review Committee and listed the employees on a spreadsheet.
- Scheduled a meeting on September 7th to clear up any confusion about “merit increases” and “immediate family” before the final recommendations are submitted to the County Administrator for confirmation.

FEMA Reconciliation

- Filled in for Dave Owens in processing checks from the Department of Community Affairs (see below).

Grants Administration

- Continued to gather information and maintain files for FEMA project worksheets for Hurricanes Dennis, Katrina, Rita, and Wilma. Organized and updated project worksheet files.
- Updated lists of all transactions posted to hurricane cost centers and matched them to project worksheets to ensure reimbursement on all eligible expenses posted.
- Processed \$377,910.00 revenue received for Hurricane Wilma.
- Prepared agenda items for Residential Substance Abuse Treatment Grant contracts with FDLE and The Care Center for Mental Health, provider of services.
- Submitted requests for reimbursement to FEMA totaling \$417,683.00 for Hurricane Wilma expenses.
- Assembled backup for expenses to be reimbursed by the Federal Highway Administration for road repairs totaling \$59,517.00.
- Requested exception from Florida Dept. of Transportation to the requirement that invoices include debris pickup load tickets separated by Federal Highway Administration roads.

COMMUNITY SERVICES & PROJECT MANAGER TO CO. ADMINISTRATOR

Administration

- Participated in entrance and exit monitoring interviews with Alliance for Aging for In-Home Services and Nutrition Program; entrance and exit monitoring interviews with DCF for CCDA
- Attended 8/16 BOCC meeting in Key Largo; appointed to chair HSAP Task Force as recommended by Commissioner Spehar
- Attended SHAL Board of Directors meeting in MAR on 8/2; chaired Governmental Affairs Committee on 8/9 and 8/24.

- Met with SSD staff individually and in groups throughout the month to discuss current and future operations.
- Attended various meetings relative to FKSPCA.
- Engaged in discussions with Emergency Management and MCDOH relative to care of medically managed clients during disaster evacuations to the mainland.
- Formally changed the name of SSD Welfare Program to Community Support Services.
- Convened meeting with SSD Transportation, KW Transit , and GCMK CTC to continue dialogue re: improved coordination.
- Attended SFWIB meeting in MIA; met with Youth Co-op representatives locally re: training and employment needs.
- Attended Library Advisory Board meeting in Islamorada; met with library staff in Islamorada and in Key West.
- Participated in coordination of special needs transportation to FIU for TS Ernesto, 8/27-30.

Nutrition

- Local performing artists presented 10 concerts at the four Nutrition Sites/Senior Centers and Bayshore Manor through the NACo award winning Senior Lunchtime Concert Series.
- Project Hope, a non-profit organization that educates and helps people with disaster related issues presented 6 programs at the Key West, Marathon, Big Pine, and Plantation Key Nutrition Sites.
 - Nutrition Staff worked on Sunday and Monday August 27 and 28th to prepare clients for Hurricane Ernesto and make calls regarding Special Needs evacuation.

In-Home Services

- Submitted June's OAA Report to the Alliance for Aging.
- Meeting with Deb Barsell regarding CCDA Monitoring.
- Monitored by the Department of Children & Families. Taken off of corrective action. Met with all compliance issues.
- Submitted July's CCDA, CCDA/MW, CCE, ADI, ADA-MW and HCE Reports to the various agencies.
- Sent out Monthly Co-Pay.
- Staff Training for assessment and care plan objectives.
- Arranged for CPR training for Staff.
- Assisted in Special Needs evacuation for clients.

Bayshore Manor

- Bayshore Manor Census 14 Open Beds 2
- Respite Clients 7 Open Spaces 3
- August 3, 2006 - Food Safety Training by Leonard Whitley, CNA, Certified Food Manager.
- August 12, 2006 - Facility Inspection by Ombudsman Program, Department of

Elder Affairs. Bayshore Manor found in compliance with no deficiencies. Residents were interviewed and indicated they were satisfied with services.

- August 17, 2006 - Key West Women's Club Social with residents.

Social Services-Transportation

- Transit is exploring the possibility of migrating to Trapeze's Web based version of Pass Demand Response Software called "Novus". Novus is especially attractive in that it is connected using the Internet with the software and data remotely located at Trapeze's Data Center and completely supported by their staff. The speed of the system is only as fast as the user's internet connection and since Monroe County has one of the fastest lines available the communication will be exceptionally fast.
- The BOCC approved the purchase of a new transit bus during this month's meeting.
- The Special Needs Registry currently has 245 registrants and the Medically Managed Clients are at 67. Special Needs is currently using a desktop computer for the evacuation data retrieval however we will be requesting a laptop so the data may be queried at any EOC, Evacuation Shelter or meeting location even when electricity has been interrupted.

Social Services – Community Support Services

- Staff members held individual and joint meetings with Division Director, Debbie Barsell in the month of August.
- Helen Garcia participated in a Policy and Procedure Meeting in Marathon.
- Received 8 new pauper burial cases, which is a very high number in one month.
- Received 5 new Bayshore Manor cases. This is also unusual for one month.
- August has been an exceptionally busy month for Energy Assistance cases. Due to high fuel cost and larger bills, we assisted 120 applicants making this a record month for LIHEAP cases.

Marathon area:

- Staff member attended the Healthy Start meeting, representing the CSS Dept.
- New condensers were installed on the roof in Marathon for the air-conditioner. Work order was approved to finish sheet rock from past storms.
- Marlene Steckley attended the orientation class for new employees on August 7th. Oria Araque will attend the next one.

Plantation Key area:

- Edith Zweadski-Bricker attended a meeting at FIU to review the Shelter Policy for Special Need clients on August 9th.
- The Plantation Key Office has been dealing with continuous health and safety issues. Susan Hawxhurst, Sr. Administrator contacted Safety Director Pricilla London and arranged an office inspection with Social Worker/Supervisor Edith Zweadski-Bricker.
- The month of August ended in preparation and evacuation for Hurricane Ernesto. Staff members worked in the EOC in Marathon, at the FIU Shelter in Miami, and in Key West. Our staff made calls to Special Need Clients to place them in safety, those with and without pets during the pre-storm evacuation process.

Extension Services

- The Sea Grant Marine Agent participated in the Gulf of Mexico Fishery Management Council's Scientific and Statistical Committee 3-day meeting in Tampa.
- The Sea Grant Agent participated in the Gulf of Mexico Fishery Management Council's Grouper Individual Fishing Quota 3-day meeting in Tampa.
- The Environmental Horticulture Agent held two "What's Bugging Me" workshops in Key West and Marathon.
- The Environmental Horticulture Agent organized a Spanish-speaking pruning workshop at the request of the Village of Islamorada and Upper Keys Monroe County Public Works.
- The Environmental Horticulture Agent released 2000 parasitic wasps to control the Pink Hibiscus Mealybug at five homes on Cudjoe and Ramrod Key.
- The 4-H Agent is coordinating a new teen reading mentor program at the request of a teacher from Key West High School.
- The 4-H Agent met with the Montessori Charter School, a FSU Meteorologist and professionals from the NOAA Weather Station to formulate a plan to implement a 4-H school enrichment weather project which will include a weather station and corresponding computer software.
- The 4-H Agent met with the education director at Crane Point Hammock to discuss collaborative efforts and the implementation of the Urban Forests curriculum.
- The 4-H Agent met with the Upper Keys SOS team to plan the annual teen retreat.
- The Family and Community Development Agent held an Advisory Board meeting to identify three core focus areas and corresponding programs to serve the needs of the community.
- The Family and Community Development Agent created and distributed a focus area survey to poll 200 County residents' opinions on the most pressing needs of the community.
- The Family and Community Development Agent partnered with the Interagency Council and Project Hope to compile a list of County agencies and nonprofits that provide public assistance.

Libraries

- Library staff are continuing to update the online branch calendars regularly; the Florida Library Youth Program link showcased the variety of programs offered by the branches this summer
- The Library survey page is undergoing revision plans, and will soon feature some new ideas for patron feedback; these will also be made available at all branch circulation desks
- The Library Elf service, provided through our website to remind patrons of materials coming due and requests becoming available, is steadily growing in customer use
- 39,988 customers were welcomed to the County Library branches in July
- July circulation reached 25,575 items, a 23% increase over last year
- Audio-video circulation has shown an increase of 47% over last year, as the branches continue to respond to customer needs and request by increasing the Library holdings, especially in DVDs and audio book CDs

- Subscription database use rose 265% over July of last year, continuing the upward trend that has been noted over the past year. This is due to the new online resources that we are now providing, as well as the publicity provided through our website
- 379 new Library cards were issued in July. There are now 39,856 Monroe County Library card holders
- The Library Director maintained a regular schedule of visits to the branches, meeting with Branch Managers, the Library Administrator, and the Library Business Manager
- Met with Technical Services staff to discuss and plan the new set up for Library public access computers
- Attended Technology Training to Go conference in Orlando, presented through the State Library, which featured workshops and discussion on changing Library technology
- Attended the BOCC budget discussion, which precedes the final three public hearings

GROWTH MANAGEMENT

- Customer Service Seminar attended by the entire Growth Management Division



Code Enforcement

- Investigated complaints from the Florida Park Service regarding possible violation on Loop Road in mainland Monroe County.
- Certificates issued to all Inspectors who attended and successfully passed an exam at the Marine Turtle Exterior Lighting Seminar given by US Fish and Wildlife Services.

Planning and Environmental Resources Department Comprehensive Planning

Capital Improvements Plan Amendment

- Continued coordination with other departments to collect data for Capital Improvements Plan (CIP)
- Work on drafting resolution for CIP to go to Planning Commission.
- Completed draft CIP Staff Report for Planning Commission.
- Completed draft of CIP ordinance for BOCC
- Completed draft of BOCC agenda item summary.

Annual Report for Work Program

- Teleconference with engineering staff to obtain data for inclusion in annual report to DCA (governor and cabinet) on County's progress in meeting state mandates in the Keys area of critical state concern.
- Begin drafting of Work Program report.

Hurricane Evacuation

- Represented the County on the South Florida Regional Hurricane Evacuation Model Update Technical Advisory Team Meeting.

Text Amendments

- Completed revisions to the proposed text amendment for definitions of adjacency and contiguity.
- Completed revisions to the proposed text amendment to exclude boat barns from floor area calculations. Proposed design guidelines are not complete at this time.

Proportionate Fair Share Transportation Ordinance

- Completed draft of staff report for Proportionate Fair Share Transportation Ordinance.
- Prepared advertisement, and draft BOCC Agenda Item Summary for Proportionate Fair Share Transportation Ordinance.

Evaluation and Appraisal Report

- Coordinated with the Land Authority on proposed amendments to the Comprehensive Plan regarding land acquisition for wetlands and habitat protection.

Capital Improvements Plan Comprehensive Plan Amendment

- Work on data collection on drafting of Capital Improvements Program for Comp Plan amendment.

Intergovernmental Coordination

- Coordinated a work program meeting with the Florida Department of Transportation, Scenic Highway District Coordinator, and the local Scenic Highway Coordinator to discuss establishing a work plan for the Scenic Highways Program.

- Met with various local agency personnel to discuss the creation of the work plan for the Scenic Highways Program.

Development Review Activities

- Staff conducted site visits and researched records to determine lawfully established dwelling units and nonresidential floor for more than 40 properties.
- Staff met with applicants for final plat approval of Rockland Commerce Center to discuss and facilitate development of a waste water treatment facility on their site.
- Staff presented an amendment to a minor conditional use application to DRC in order to bring the subject property into compliance with Chapter 9.5, Land Development Regulations, of the Monroe County Code (MCC), and thereby resolve Code Enforcement Cases 02-359A and CE03120091.
- Staff presented an amendment to a minor conditional use to DRC for Marr located at 99900 Overseas Highway. The project is for the demolition and replacement of existing structures to include the rebuilding of 9,960 square feet of commercial retail and office space.
- Staff presented an amendment to a conditional use application to the DRC for the Hill Family Investments, Inc. to add eleven (11) dock slips and provide seventy (70) parking spaces for the property known as Key Largo Fisheries.
- Staff worked on the major changes to the development review policies and procedure in order to streamline the process and establish new format for applications and staff reports, etc.
- Presented staff report to the DRC for Preliminary Plat Approval of Key Haven Estates and Enchanted Island.

Environmental Resources Activities:

No. of Staff Reporting = 3 (Two on vacation)

- Permits Processed: 75
- Phone Responses-Customer Inquiries: 170
- In-Person Customer Assistance / Meetings: many
- Site Visits: 47
- Written / GIS Correspondence: 17
- Interagency Coordination / Comment Items: 5
- Code Case Involvement / Activity: 1
- Staff Equivalents at Meetings (Pre-app, DRC, Code Hearing, etc.): 12

Other activities to improve customer service:

- Staff provided technical assistance to Planning Commissioner on understanding comprehensive plan policies and land development regulations regarding the rate of growth ordinance and the permit allocation system.

- Staff provided technical assistance to Planning Commissioner on procedures for using evaluation criteria and point assignment of the rate of growth ordinance, and the use of the Technical Document as providing the rational basis for current policies habitat protection and affordable housing. Referred Planning Commissioner to appropriate personnel with necessary expertise to provide further assistance.
- Staff provided in house GIS training to all the planning and Env. Resources staff.
- Staff continued working on policies and procedures to improve the much needed changes in the development review process.
- Participated in the customer service workshop provided to all Division staff.

Marine Resources Department Comprehensive Plan

- The IDO for marinas has been extended for 9 months.
- A contract with SFRPC / FAU CUES was approved by the BOCC to complete various aspects of a marina preservation plan (similar to a marina siting plan).
- The Department was begun the effort to revise marina permitting criteria for inclusion in the Comprehensive Plan & LDRs.
- Have developed a new scope of work and contract with the South Florida Regional Planning Council and FAU to complete a marina siting plan and working waterfronts preservation ordinances.

Marine Projects

- Have spent much of the months since Hurricane Wilma working on marine related debris removal efforts (lobster/stone crab traps, vessels, marine debris (canals & open water).
 - Trap Debris project underway since June 30. From that time through August 28, 45,129 traps were removed. This equates to an average of 921 traps removed per day. The largest single day of trap removal was over 5,000. This project is now complete.
 - The hurricane damaged vessel / DV removal project began on July 3 and is on-going. To date 216 vessels have been removed, averaging approximately 5 vessels removed per day. On any number of days, after preliminary staging as many as 20 vessels have been removed, crushed and taken to the waste transfer sites. The target date for completion of this project is October 31st. Realistically, we anticipate it may require an additional two weeks into November.
 - The Canal clean-up project remains problematic. We have completely resurveyed the canals running from Key West to Key Largo, by helicopter and boat – a distance of approximately 235 linear miles of canals. We are working to determine the eligibility of specific areas to obtain FEMA's final approval. We anticipate that differences will be resolved by the end of the week of September 10th and that spot.

- The Department launched a new effort – to begin long term shoreline clean-up projects. The effort will focus on the clean-up of selected areas, utilizing local volunteer efforts.
- The Department completed all repairs to discrepant Aids To Navigation remnant of Hurricane Wilma.
- The County Administrator identified several discrepant markers on Bow Channel – Cudjoe Key

Pump-out Boat

- The Pump-out boat is averaging ten to fifteen pump-outs per day.
- Pump-out Captain also making the rounds to local marinas and other marine facilities informing them of the County's pump-out service
- Operations will shift to 4 week days and 1 week-end day to ensure contact with boaters who work during the week and are not present on their boat during normal working hours
- The pump-out vessel reached an approximate total of 5,000 gallons pumped in the month of May and has diminished through the Summer with fewer transient boaters.
- The pump-out captain has assisted in the assessment process for marine debris removal.

GIS

- Contract complete with FDOT for aerial over flights of Keys
 - Aerial photography will be delivered in pieces between mid September and mid October. It is complete
 - GIS staff has worked with other agencies to assist in the payment for photography – between Marathon, Islamorada, and the Appraiser's Office, \$107, 000 of the original project cost will be off-set.
- GIS staff has been working to complete a Scope of Work for developing a new habitat layer using the Woolpert aerial photography.
- GIS staff has developed a Scope of Work for the implementation of an Enterprise GIS which will allow integrated use of GIS and provide new permit tracking software integrated with GIS. This Scope of Work was bid under State Contract and a contract is being prepared for approval in October with the firm of Woolpert, Inc.
- GIS staff has initiated a process to provide addresses to new development or redevelopment in the County. This will be integrated into the development of the County's Enterprise GIS solution.
- New GPS now working in the field. Recently finished work on detailed assessment with EMS of the location of all fire wells and hydrants.
- Have been working with ESRI (ArcInfo Software Developer) to assess current and future needs for GIS software. Intent is to improve product availability, efficiency, and cost.
- New data structure for GIS files in development – should be complete early this fall with the annual update of ESRI licenses.

- A draft Lower Keys Zoning layer is complete. With QA/QC it will be presented to the BOCC in October.
- GIS staff has implemented a hurricane damage assessment tool with Code Enforcement Department.

PUBLIC WORKS

- Forwarded \$776,160 in FY07 budget reductions to OMB (\$730,290 ad valorem).
- Repaired broken a/c cooling line hit by contractor working at the Courthouse.
- Met with the County Administrator to discuss Waste Management's request to raise the garbage haul-out fee by 15% (to cover housing allowance for their staff and due to increased fuel costs); request was denied as rates for FY07 are already set to be adopted on 9/6/06 in order to meet statutory requirements.
- Started Harry Harris Park culvert installation project to improve water flow in swimming/tidal pool area.
- Met with FDOT officials to discuss the possibility of Monroe County taking over maintenance of US 1 as a contractor for FDOT.
- Met with FDOT officials regarding their new intelligent message system.
- Received bids for 30, 80 & 200KW generators (30KW is under \$25,000 and will be done by PO; other two will be on September BOCC meeting for award).
- Advertised bid specifications for sod project at Key Largo Community Park.
- Prepared County buildings, grounds and equipment (pre and post activities) in connection with TS Ernesto.

ENGINEERING

- Big Pine Key Roads X – Project 98% complete.
- Geiger Key Bridge repairs – Project to be complete by September 8th.
- Big Pine Key Park – demolition complete; bids for filling basin due October 5th.
- Murray E. Nelson Government and Cultural Center – bids due October 11th.
- Card Sound Bridges Rehabilitation Project – bids due October 18th.

TECHNICAL SERVICES

- Finalized Exchange Email Server Migration Plan
- Migrated Test Mailboxes to new server
- Implemented Video Teleconferencing Capability
- Researched and prepared RFP for Video Teleconferencing
- Supported EOC for Ernesto
 - Developed "Issue List"
 - Plan to address issues encountered
- Installed Hardware for SAN Replacement

- Installed first secure Wireless Access Manager and Point at EOC
- Installed Version 1 of Secure Library Workstations in all 5 branches.
- Implemented strict Change Management Plan per ITIL Best Practices
- Installed monitoring package for network and productions servers using SolarWinds
- Researched and delivered list of potential Roads and Facilities Software Vendors for Public Works
- Completed 114 Work Requests